



**Certification Services**

**Estimated Cost - \$100,000.00/term (\$300,000.00 Total)**

**RQAV1600017 - Verification of Availability**

**January 20, 2016**

SBD is attempting to place a Small Business Measure on RQAV1600017. Please review this document to determine if your firm would be able **provide the contract's scope of services and is willing to participate on this solicitation**. If your firm is interested, please include **a copy of your firm's resume or list of projects or list 3 similar projects on the last page of this document**.

**The deadline to respond to this Verification of Availability is 10:00 AM, Friday, January 22, 2016.**

**Caesar Suarez**

SBD Capital Improvement Project Specialist  
Small Business Development Division  
Miami-Dade County Internal Services Department  
111 NW 1<sup>st</sup> Street, 19<sup>th</sup> Floor, Miami, FL 33128  
☎ Office: (305) 375-3141 | 📠 Fax: (305) 375-3160  
Email: [caesars@miamidade.gov](mailto:caesars@miamidade.gov)  
Connect With Us on [Twitter](#) | [Facebook](#) | [Instagram](#)



**"Help stimulate Miami's economy by supporting Small Businesses"**

Please familiarize yourself with the Project Review Process Website:  
<http://www.miamidade.gov/smallbusiness/projects-under-review.asp>

## **VERIFICATION OF AVAILABILITY TO BID**

INTERNAL SERVICES DEPARTMENT (ISD)  
SMALL BUSINESS DEVELOPMENT (SBD) DIVISION  
COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM  
111 N.W. 1ST STREET, 19<sup>th</sup> FLOOR  
MIAMI, FLORIDA 33128  
PHONE: 375-3111 FAX: 375-3160

**CONTRACT SPECIALIST: Caesar Suarez**

I am herewith submitting this letter of verification of availability and capability to bid, provided the proposed scope of work attached. (**NOTE:** Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

**CONTRACT TITLE: Certification Services**

**PROJECT NUMBER: RQAV1600017**

**Estimated Contract Amount: \$100,000.00/Term (\$300,000.00 Total)**

**(Scope of work and minimum requirements for this project is attached.)**

\_\_\_\_\_  
NAME OF FIRM

\_\_\_\_\_  
ADDRESS CITY ZIP CODE

Certification Expires: \_\_\_\_\_  
DATE

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME AND TITLE

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

\_\_\_\_\_  
DATE

<b>Currently Awarded Projects (Name of Project and Owner)</b>	<b>Project Completion Date</b>	<b>Contract Amount</b>	<b>Anticipated Awards</b>

## VERIFICATION OF AVAILABILITY TO BID

**CONTRACT TITLE:** Certification Services  
**PROJECT NUMBERS:** RQAV1600017  
**ESTIMATED CONTRACT AMOUNT:** \$100,000.00/Term (\$300,000.00 Total)

### **2.1 INTRODUCTION**

The purpose of this solicitation is to establish a contract for the purchase of inspection certification services in accordance to International Organization for Standardization ISO 14001 (ISO 14001) for the Miami-Dade County Aviation Department's needs, on an as-needed basis.

**Can your firm satisfy the purpose of this solicitation?**

**Yes** ☐ **No** ☐

**(If yes, please provide a copy of your firm's resume or list of projects or list 3 similar projects on the last page of this document)**

### **2.2 TERM**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Division; and contingent upon the completion and submittal of all required bid documents and shall continue through the last day of the thirty-sixth (36th) month. The County, at its sole discretion, reserves the right to exercise one (1) option to renew for a period of three (3) additional years. The County reserves the right to exercise its option to extend this Contract for up to one hundred-eighty (180) calendar days beyond the current Contract period and will notify the Contractor in writing of the extension. This Contract may be extended beyond the initial one hundred-eighty (180) calendar day extension period by mutual agreement between the County and the Contractor, upon approval by the Board of County Commissioners.

### **2.3 METHOD OF AWARD**

Award of this contract will be made to the responsive, responsible vendor who submits an offer on all items listed in the solicitation and whose offer represents the lowest price when all items are added in the aggregate. If a vendor fails to submit an offer on all items, its overall offer will be rejected. The County will award the total contract to a single vendor.

### **2.4 MINIMUM REQUIREMENTS**

In addition to all County and contract requirements, all bidders shall meet or exceed the following requirements to be considered for award of this contract:

a. Accreditation:

The bidder's registration services must be accredited by the ANSI-ASQ National Accreditation Board and/or the United Kingdom Accreditation Services (UKAS). This accreditation must be maintained by the bidder at all times during the term of this contract.

A copy of the bidder's ANSI-ASQ National Accreditation Board and/or the United Kingdom Accreditation Services (UKAS) accreditation must accompany the bidder's submittal.

b. References

Submit three (3) references to demonstrate that the Respondent is currently receiving or recently received from the bidder the services described in this solicitation. The references must be from customers that have received the services described in this solicitation within the last five (5) years from the Respondent.

All bidders are required to submit with their bid all the specified information, documents and attachments as proof of compliance to the minimum qualification requirements, however, Miami-Dade County may, at its sole discretion, allow the bidder to complete or supplement the qualification requirements information/documents during the bid evaluation period. Failure to provide proof of compliance to the minimum qualification requirements, as specified by the County, may result in the vendor's bid being declared non-responsive. The County shall be sole judge of the bidder's conformance with the qualification requirements and its decision shall be final. The County reserves the right to verify the information submitted by the bidder and to obtain and evaluate additional information, as it deems necessary to ascertain the bidders' conformance to the minimum qualification requirements.

**Does your firm have ANSI-ASQ National Accreditation Board and/or the United Kingdom Accreditation Services (UKAS), provide copies of accreditation, and maintain registration during the term of this solicitation?**

**Yes \_\_\_\_\_ No \_\_\_\_\_**

**Can your firm provide three (3) references from customers that have received the services described in this solicitation within the last five (5) years?**

**Yes \_\_\_\_\_ No \_\_\_\_\_**

## **2.5 PRICES**

The prices proposed by the vendor shall remain fixed and firm during the term of the contract. However, the Contractor may offer incentive discounts to the County at any time during the Contract term, including any renewal or extension thereof.

## **SECTION 3 – TECHNICAL SPECIFICATIONS**

### **3.1 SCOPE OF WORK**

The work to be performed under this technical specification shall consist in providing certification, registration, recertification and surveillance services to the International Environmental Management System in accordance to Standard ISO14001 (International Organization for Standardization) for various Divisions of Miami-Dade County Aviation Department.

**Can your firm satisfy the scope of work in this solicitation?**

**Yes \_\_\_\_\_ No \_\_\_\_\_**

### **3.2 GOODS / SERVICES TO BE PROVIDED**

The contractor shall perform audits pursuant to ISO 19011 (Guidelines for Quality and/or Environmental Management System Auditing), which shall, as a minimum, include: Opening meeting, Pertinent Documentation/Information Review and Verification, Site Tour, Cross-Systems Checks, and Reporting and Closing Meeting. The audits shall consist of: findings, digital pictures consisting of both non-conformities/issues/conditions, and positive actions/measures, improvements found, and areas in need of improvement.

If the Environmental Management System in each Division complies with the ISO 14001 Standard, the contractor then issues a Certification with the Accreditation Mark: ANSI (American National Standard Institute), ASQ (American Society for Quality) or UKAS (United Kingdom Accreditation Service).

**Can your firm satisfy the Goods/Services to be provided as described in Section 3.2? scope of work in this solicitation?**

**Yes \_\_\_\_\_ No \_\_\_\_\_**

### 3.3 DIVISION DESCRIPTIONS

- a. **Facilities Maintenance and Engineering Division** consists of five hundred (500) employees. This Division responsibilities include: engineering; facilities and grounds maintenance including refurbishment, modifications and repairs; utilities and public works; and administrative and management services under the direct control of Miami-Dade Aviation Department (MDAD) at Miami International Airport.
- b. **Civil Environmental Engineering Division** has fourteen (14) employees. This Division includes on-site operations involving MDAD employees and/or contractors performing tasks for this Division or on its behalf at Miami International Airport. These operations includes: management and monitoring of all environmental restoration programs; environmental regulatory requirements; pre-construction site assessments; environmental contract management; and airport engineering design services.
- c. **Commodities Management Division** has twenty-five (25) employees. This Division includes all activities including procurement process, Request for Qualifications (RFQ), Request for Proposals (RFP), Invitations to Bid (ITB), and the Receipt, Warehousing and Distribution of equipment, materials and supplies for varied departmental operations at MDAD.

### 3.4 DELIVERABLES

Assessments/Audit Reports and Certification from 2016 through 2018, Surveillance shall be provided pursuant to the following schedule:

#### YEAR 2016

MONTH	STANDARD	AUDIT	UNIT
July	ISO 14001:2004	Re-Certification (Audit Report and New Certificate)	Facilities Maintenance and Engineering Division Building 3030 4331 NW 22 <sup>nd</sup> Street Miami, FL 33122
July	ISO 14001:2004	First Surveillance	Commodities Management Division Building 3040 4331 NW 22 <sup>nd</sup> Street Miami, FL 33122
July	ISO 14001:2004	Re-Certification (Audit Report and New Certificate)	Civil Environmental Engineering Division Building 5A, 1 <sup>st</sup> Floor 4200 NW 36 <sup>th</sup> Street Miami, FL 33166

#### YEAR 2017 – Transition to ISO 14001:2015

MONTH	STANDARD	AUDIT	UNIT
February	ISO 14001:2015	Re-Certification to 2015 (Audit Report and New Certificate)	Facilities Maintenance and Engineering Division* Building 3030 4331 NW 22 <sup>nd</sup> Street Miami, FL 33122
February	ISO 14001:2015	Re-Certification to 2015 (Audit Report and New Certificate)	Commodities Management Division* Building 3040 4331 NW 22 <sup>nd</sup> Street Miami, FL 33122
February	ISO 14001:2015	Re-Certification to 2015 (Audit Report and New Certificate)	Civil Environmental Engineering Division* Building 5A, 1 <sup>st</sup> Floor 4200 NW 36 <sup>th</sup> Street Miami, FL 33166

\*All three new ISO 14001:2015 Certificates should have the same expiration date: April 2020

**YEAR 2018**

<b>MONTH</b>	<b>STANDARD</b>	<b>AUDIT</b>	<b>UNIT</b>
February	ISO 14001:2015	First Surveillance (Audit Report)	Facilities Maintenance and Engineering Division Building 3030 4331 NW 22 <sup>nd</sup> Street Miami, FL 33122
February	ISO 14001:2015	First Surveillance (Audit Report)	Commodities Management Division Building 3040 4331 NW 22 <sup>nd</sup> Street Miami, FL 33122
February	ISO 14001:2015	First Surveillance (Audit Report)	Civil Environmental Engineering Division Building 5A, 1 <sup>st</sup> Floor 4200 NW 36 <sup>th</sup> Street Miami, FL 33166

**YEAR 2016**

<b>MONTH</b>	<b>STANDARD</b>	<b>AUDIT</b>	<b>UNIT</b>
July	ISO 14001:2004	Re-Certification (Audit Report and New Certificate)	Facilities Maintenance and Engineering Division Building 3030 4331 NW 22 <sup>nd</sup> Street Miami, FL 33122
July	ISO 14001:2004	First Surveillance	Commodities Management Division Building 3040 4331 NW 22 <sup>nd</sup> Street Miami, FL 33122
July	ISO 14001:2004	Re-Certification (Audit Report and New Certificate)	Civil Environmental Engineering Division Building 5A, 1 <sup>st</sup> Floor 4200 NW 36 <sup>th</sup> Street Miami, FL 33166

**YEAR 2017 – Transition to ISO 14001:2015**

<b>MONTH</b>	<b>STANDARD</b>	<b>AUDIT</b>	<b>UNIT</b>
February	ISO 14001:2015	Re-Certification to 2015 (Audit Report and New Certificate)	Facilities Maintenance and Engineering Division* Building 3030 4331 NW 22 <sup>nd</sup> Street Miami, FL 33122
February	ISO 14001:2015	Re-Certification to 2015 (Audit Report and New Certificate)	Commodities Management Division* Building 3040 4331 NW 22 <sup>nd</sup> Street Miami, FL 33122
February	ISO 14001:2015	Re-Certification to 2015 (Audit Report and New Certificate)	Civil Environmental Engineering Division* Building 5A, 1 <sup>st</sup> Floor 4200 NW 36 <sup>th</sup> Street Miami, FL 33166

\*All three new ISO 14001:2015 Certificates should have the same expiration date: April 2020

**YEAR 2018**

<b>MONTH</b>	<b>STANDARD</b>	<b>AUDIT</b>	<b>UNIT</b>
February	ISO 14001:2015	First Surveillance (Audit Report)	Facilities Maintenance and Engineering Division Building 3030 4331 NW 22 <sup>nd</sup> Street Miami, FL 33122
February	ISO 14001:2015	First Surveillance (Audit Report)	Commodities Management Division Building 3040 4331 NW 22 <sup>nd</sup> Street Miami, FL 33122
February	ISO 14001:2015	First Surveillance (Audit Report)	Civil Environmental Engineering Division Building 5A, 1 <sup>st</sup> Floor 4200 NW 36 <sup>th</sup> Street Miami, FL 33166

**Can your firm provide the referenced audits within the schedule referenced in Section 3.4 Deliverables?**

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

## Contractor Qualifications Questionnaire

This questionnaire will assist SBD in identifying the qualified contractors that can provide the aforementioned good(s)/service(s). Indicate yes "Y" or no "N" on the empty line on the left side of this questionnaire and forward it completely filled out to this e-mail address: [caesars@miamidade.gov](mailto:caesars@miamidade.gov) or via fax (305) 375-3160 attention Caesar Suarez.

\_\_\_\_\_ PROPOSER (PRIME) has experience completing projects with a similar size and scope as this project, meets the requirements of the PROPOSER (if any) and can perform the work as required.

\_\_\_\_\_ PRIME **DOES NOT** have experience providing the required good(s) and/or services required by this solicitation.

I certify that to the best of my knowledge all the information provided is verifiable and correct.

Name of Firm: \_\_\_\_\_ Certification #: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Please respond by **10:00 AM, Friday, January 22, 2016** .

Any questions, feel free to contact me at the number below.

**PLEASE LIST YOUR FIRMS HISTORY OF  
SIMILAR PROJECTS, REASON(s) WHY YOUR  
FIRM DOES NOT MEET THE EXPERIENCE  
REQUIREMENTS (IF APPLICABLE) AND ANY  
COMMENTS YOU MAY HAVE ON THE NEXT  
PAGE**



# SIMILAR PROJECTS AS PRIME OR SUB-CONTRACTOR

Please attach a copy of your firm's resume or list your firm's history of "Projects with Similar Scopes of Services" below:

Project Title: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

Scope of Service(s):

---

---

---

Project Title: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

Scope of Service(s):

---

---

---

Project Title: \_\_\_\_\_

Client Name: \_\_\_\_\_

Contact #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

Scope of Service(s):

---

---

---

## REASONS & COMMENTS

---

---

---